



## THE CITY OF WHEATLAND BUSINESS LICENSE PROCESS

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All businesses operating in the City of Wheatland are required to have a business license – including businesses that operate from home.

For your convenience, the City of Wheatland provides a streamlined process for obtaining your business license. Most of your need can be met at City Hall for the following departments.

- ❖ Planning/Building Department
- ❖ Code Enforcement
- ❖ Any other necessary departments and divisions

### *Validity*

- ❖ Business licenses are valid through December 31<sup>st</sup> of the current year, the City does not prorate.
- ❖ Business licenses must be renewed annually.
- ❖ Failure to renew will result in penalties of 10% per month (not to exceed 100%)

### *Specifics*

- ❖ Business licenses are approved for a specific location.
- ❖ Any move (change of address) will require a new application and review by appropriate departments.
- ❖ A license is issued to a specific owner.
- ❖ A change in ownership requires a new application.

### *Processing Time*

- ❖ Depending upon the type of business you are opening, your processing time may be 10 days or longer. For example, new commercial businesses in new commercial buildings need zoning, fire, planning, and code enforcement clearance.

### *Costs*

- ❖ Standard Base Service Fee/Administrative Fee \$\_\_\_\_\_ per year.

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### ***Exemptions***

A person claiming an exemption under this section shall file a sworn statement with the City stating the facts upon which exemption is claimed. In the absence of such statement substantiating the claim, the person is liable for the payment of the taxes imposed by this chapter.

Upon a proper showing contained in the sworn statement, the collector shall issue a license to a person claiming exemption under this section without payment to the City of the license tax required by this chapter.

The collector, after giving notice and a reasonable opportunity for hearing to a licensee, may revoke a license granted under this section upon information that the licensee is not entitled to the exemption as provided.

The following organizations and activities are exempt from payment of the business tax:

- ☐ Business conducted as a charitable purpose or from which no profit is earned;
- ☐ The conduct of entertainment, concert, exhibition or lecture on scientific, historical, literary, religious or moral subjects, whenever the receipts are for a religious, educational or charitable purpose;
- ☐ The conduct of entertainment, dance, concert, exhibition or lecture by a religious, charitable, fraternal, educational, amateur theatrical group, military, state, county or municipal organization or association, whenever the receipts are for the purpose and object for which the organization or association is formed, and from which profit is not derived, directly or indirectly, by any individual.
- ☐ A person doing business who is a minor under eighteen years and whose gross receipts do not exceed five hundred dollars a quarter is exempt from this chapter.
- ☐ A citizen of the city who is over the age of sixty-two years, and who is doing business within the city shall be exempt from paying a business license tax providing that he or she does not exceed a gross minimum receipt of nineteen thousand nine hundred ninety-nine dollars and ninety-nine cents per year.

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- ☐ The exemption from payment of any license tax granted by this chapter does not exempt the person conducting the business from complying with the permit requirements.

***Fictitious Business Statement***

**Who is Required to File**

Every person who regularly transacts business in this State for profit under a fictitious business name must file. Non profit corporations or associations or charitable organizations do not need to file. Corporations do not file unless doing business under a name other than the corporate name.

**Fictitious Business Name vs. Business License**

- ❖ A Fictitious Business Name Statement is filed with the County Clerk
- ❖ Business Licenses for businesses located in the incorporated area of the City of Wheatland are administered by the City Clerk.

**Filing a Fictitious Business Name Statement**

Fee: \$30 for the first business name and registrant; \$5 for each additional business name or registrant.

- ❖ Forms can be obtained in the County Clerks Office, Clerk-Recorder, 915 8th St., Suite 107, Marysville, CA 95901, (530) 749-7851, Fax: (530) 749-7854.

**The following is a checklist of some items new applicants should consider in planning a new business.**

- Correct Zoning
- Appropriate Building
- Adequate Parking
- Tenant Improvements (permit required)
- Signs – either new or changes (permit required)
- Hazardous Materials (Building Department, Fire Department, County Hazardous Materials Management Division)
- Fictitious Business Name (County Clerk)
- Sellers Permit/Resale Number (State Board of Equalization)
- Tax ID Number (Internal Revenue Service)
- Food Handler's Permit (County Health Department)
- Any Special Federal, State or County Permits and/or Licenses which pertain to your business
- City Business License
- Industrial Wastewater Discharge Permit

***BUILDING DEPARTMENT COMMENTS***

It is the applicant's responsibility to schedule the necessary departmental inspections/approvals. Building approvals can be expedited by contacting the Planning and Building Department at

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(530) 633-2761 directly to arrange for necessary inspections.

Failure to obtain departmental approvals can result in delays to your scheduled opening.

The applicant must contact the Planning and Building Departments as soon as possible no later than five (5) working days before the scheduled date of opening to arrange for the necessary review/inspection.

It is imperative that you do not open for business until you have been given written approval from the Building Official. A Certificate of Occupancy will be issued to you upon receipt of all proper approvals. If you are in the process of remodeling, including changing or adding signs, and have not obtained a building permit, please contact the Building Department to verify if a permit is required. If so, you will be given instructions on how to proceed in applying for the necessary permit(s).

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## ***WHO TO CALL FOR HELP***

### ***City of Wheatland***

[www.wheatland.ca.gov](http://www.wheatland.ca.gov)

Business License	530-633-2761
Code Enforcement	530-633-2761
Building Department	530-633-2761
Fire Department	530-633-0861
Planning Department (Tim Raney)	916-372-6100
Public Works Department	530-633-8192

### ***County Departments***

[www.co.yuba.ca.us](http://www.co.yuba.ca.us)

Environmental Health/CUPA 915 8th. St., Suite 123 Marysville, CA 95901	530-749-5450
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County Clerk 915 8th. St., Suite 107 Marysville, CA 95901	530-749-7851
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### ***State Departments***

[www.Abc.ca.gov](http://www.Abc.ca.gov)

### **Alcohol Beverage Control**

California Department of Alcoholic Beverage Control Yuba City District Office 950 Tharp Rd. #502 Yuba City, CA 95993-8347	530-751-8570
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### **Board of Equalization**

[www.boe.ca.gov](http://www.boe.ca.gov)

450 N Street Sacramento, CA 95814	800-400-7115
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### ***Federal Departments***

[www.irs.gov](http://www.irs.gov)

IRS Taxpayer Service 1040 (Federal ID#)	800-829-3676
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